

PUBLICATION MANUAL

The *Social Studies* journal is a scientific journal publishing reviews and original research articles, book reviews as well as reviews of scientific and professional conferences in the field of social sciences which has not been previously published. Exceptionally, the journal may also publish articles of significant practical importance. The articles are published in the Bosnian, Croatian, Serbian and English language. Articles written in BCS need to include a summary in English, and articles written in English are to include a summary written in BCS. The submitted articles are peer-reviewed. If the reviewers give opposing opinions then it can be sent to the third reviewer or editor can make final decision. Submitting the manuscript, author(s) confirm that the article is original, all the necessary licenses for using copyright material have been acquired, and that the article is not being considered for publication somewhere else.

The submission deadline is 30/09/2021.

Articles prepared according to the Publication Manual are delivered electronically at: socialnestudije@fpn.unsa.ba

Technical directions

The length of the article is up to 7000 words without references and summary. The article is submitted in the following format: Microsoft Word (.doc or .docx), Times New Roman, font size 12, spacing 1.5. Pages are to be numbered at the bottom, aligned to the right. The article should be structured in the following way: front page, abstract, introduction, methodology, research results, discussion, conclusion, references and summary in English or BCS. The front page has to contain the following: title of the article, name(s) of the author(s), institution, city, country and e-mail address. The title of the article is written in capital bold letters, and subheadings are written in lowercase bold letters. The summary has to contain approximately 200 to 300 words and up to six key words. The summary contains the following: the importance of the issue, aims, methods, sample, conclusion and recommendations. Tables and charts should be created in Microsoft Word or some other format compatible with Word. All tables and charts have to be numbered and clearly labelled above the table or chart. Tables and charts should be integrated in the text.

The *Social Studies* journal uses the APA (American Psychological Association) 6th edition referencing and citation style. For further information visit <http://www.apastyle.org>.

The APA in-text reference include author and date in the brackets (Jones, 2000). When quoting a citation, it is necessary to use quotation marks and write the name of the author, date and page number in parenthesis (Jones, 2000: 11). Referring the two authors publication, the names of both authors are written in parenthesis (Jones and Turner, 2000: 11). Referencing more than three, but fewer than six authors is done in its entirety at first mention in the text. Every subsequent mention includes only the name of the first author and “et al.” When referencing several authors in the text, all authors names are listed alphabetically, separated by semi-colons (Jones, 2000; Wright, 2002). If several papers by the same author are referenced, and if they were published in the same year, the publications have to be labelled with a letter in addition to the year (Jones, 2000a; Jones 2000b). If the paper was published by an organization or institution, the full name and year of publication is stated (European Union, 2000). References should contain only directly referred literature listed in alphabetical order. Bibliographical units from the same author are listed in a chronological order starting with the oldest.

- Single author book: Last name, first name initial. (year of publication). *Title*. Location: Publisher. (Buljubašić, S. (2012). *Savremena socijalna politika*. Sarajevo: Arka Press.)
- Multiple authors book: Last name, first name initial. (year of publication). *Title*. Location: Publisher. (Šerić, N., Šadić, S., Buljubašić, S., Dudić, A. (2019). *Socijalni rad u obrazovanju*. Sarajevo: Univerzitet u Sarajevu, Fakultet političkih nauka.)
- E-book: last name, first name initial. (year of publication). *Title*. Location: Publisher. Accessed month, day, year (URL) (Welch, Katlee E. 1999. *Electric Rhetoric: Classical Rhetoric, Oralism and a New Literacy*. Cambridge, MA: MIT Press.) accessed on October, 21, 2004 (<http://www.netlibrary.com>)
- Collection: Last name, first name initial. (year of publication). Title, in initial of the name and last name of the editor (ed.). *Title of the collection* (p.). Location: Publisher. (Šućur, Z. (2005b). Siromaštvo kao sastavnica sociokulturnog identiteta Roma. U M. Štambuk (ur.). *Kako žive hrvatski Romi* (str.133-157). Zagreb: Institut društvenih znanosti Ivo Pilar.)
- Journals: Last name, first name initial. (year of publication). Title of the article. *Journal*. Volume. Number. Pages. (Zrinščak, S. (2000). Skile i haribde socijalne sigurnosti. *Revija za socijalnu politiku*. 7(3-4). str. 229-245.

Articles not written according to the Publication Manual shall not be considered for publication.